

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING MINUTES  
January 9, 2018  
7:00PM**

The following is a summary of the proceedings and is ***not*** a verbatim transcript.

**CALL TO ORDER:**

Mayor Dicker Cahill called the meeting to order at 7:00 PM

**ADMINISTRATION OF THE OATH OF OFFICE:**

Mayor, Richard ("Dicker") Cahill  
Council Position No. 1, Stephan Lagerholm  
Council Position No. 3, Mary Elmore  
Council Position No. 5, Steve Bush

**PRESENT:**

**Mayor:**                      **Dicker Cahill**

**Councilmembers:**    Mary Elmore  
                                 Stephan Lagerholm  
                                 Steve Bush  
                                 Andy Valaas  
                                 Carl Scandella

**Staff:**                      Anastasiya Warhol – Town Clerk Treasurer  
                                 Austen Wilcox – Town Deputy Clerk  
                                 Kyle Kolling – Police Lieutenant Clyde Hill Police  
                                 Steve Wilcox – Building Official

**Guests:**                      Richard Smith - Resident

**APPEARANCES:**

**MINUTES:**

**MOTION:** Councilmember Valaas moved to approve the corrected regular minutes of December 12, 2017 as presented. Councilmember Lagerholm seconded the motion.

**VOTE:** 4 For, 0 Against, 1 Abstain. Motion carried.

### **CONSENT CALENDAR:**

Mayor Cahill reported on two new IT related expenditure items in the Consent Calendar:

- ISOsource- The Town's new IT vendor
- Navigant- Data recovery vendor

Deputy Clerk Wilcox stated that staff will be researching finalized building projects that have not yet had their associated street deposits returned and writing letters to applicants who have not already requested their street deposits back.

**MOTION:** Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 1/5/2018 approving payments as shown totaling \$76,853.95 plus payroll, benefits, and tax expenses of \$25,344.30 as shown on the attached payroll and benefits reports for a grand total of \$102,198.25. Councilmember Scandella seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion Carried.

The following items were also approved as part of the Consent Calendar:

- Payment Approval Report; December
- Payroll, Tax, & Benefits Registers; December
- Town Planner Invoice; December
- Town Engineer Invoice; December
- Building Official Invoice; December

### **STAFF REPORTS:**

Lieutenant Kolling reported on December police activity including a summary of a group of thieves who were caught stealing packages in Clyde Hill a week before Christmas.

The Council and Mayor discussed with Lieutenant Kolling the need for enforcement under YPMC Chapter 12.30 "*Construction Activities and Parking Plan.*" Mayor Cahill referenced examples of common violations and the need of enforcement. Councilmember Bush stated the necessity for easy and functional code language for the police to enforce.

Clerk-Treasurer Warhol reported on a course that was sent out to staff and councilmembers on the Public Records Act. Ms. Warhol provided examples of types of retention period schedules and stated the value of following them and the importance of upholding state RCW laws.

Councilmember Bush stated the need to go through files saved on the Town's server and examine which can be retained or destroyed.

## **REGULAR BUSINESS:**

### **AB 18-01 Mayor Pro-Tem Appointment**

Clerk- Treasurer Warhol explained that according to RCW 35.23.191, the Town Council is to elect from among its members a Mayor Pro Tempore at the first meeting each calendar year. The Mayor Pro Tem holds office at the pleasure of the Council and performs the duties of the Mayor in case of his or her absence. The Mayor Pro Tem presides over Council meetings in the Mayor's absence.

Another State statute, RCW 35.27.160, states that the Mayor Pro Tempore must be chosen by the Council for a specified period of time not to exceed six months.

Councilmember Scandella was unanimously chosen as the Mayor Pro Tempore to serve for the next six months.

### **AB 18-02 Discussion of YPMC Chapter 12.30, *for Discussion***

Town Building Official, Steve Wilcox, requested input from the Council to discuss their requests for increased enforcement under YPMC 12.30 "*Construction Activities and Parking Plan.*" Mr. Wilcox provided the Council with a proposal of suggested changes for the code section along with provided examples of the mitigation process used by nearby jurisdictions.

The Council discussed current building trends and how they should be taken into account for any revisions of the code section.

The Council discussed the option of screening a large construction project and how it would apply to ROW and private property for containment of supplies, refuse, and vehicle parking. Mr. Wilcox made the following observations:

- Mr. Wilcox specified difficulties to enforce construction parking and the current measures that are used to enforce it. Mr. Wilcox suggested increased police enforcement for parking issues. Councilmember Scandella stated that sub-contractors are frequent violators parking stipulations.
- Mr. Wilcox believes the current \$500.00 penalty fee for violating YPMC 12.30 is not enough to deter violators from continually racking up penalties on high value projects.
- Mr. Wilcox stated that consistency of application of enforcement is a key element for contractors to abide the code.

The Council decided to turn the discussion into a future study session.

### **AB 18-03 February 15 Retreat Preparation, *for Discussion***

Clerk-Treasurer Warhol stated that the Mayor is in the process of designing the next Council retreat. Ms. Warhol explained that a facilitator be taking a risk assessment by interviewing each councilmember and staff member individually before the retreat to raise



any reoccurring issues. Mayor Cahill provided input on the importance of the risk assessment.

**AB 18-04 SR 520 Lid Maintenance Negotiations, for Discussion**

Mayor Cahill provided a status of the current negotiation process with WSDOT for the maintenance of the SR 520 Lid. The Points Communities and WSDOT are very far apart on their current negotiations.

Councilmember Valaas suggests the Points Communities hire a landscape firm to determine the costs to maintain the Lid to provide a scope of communities' desired outcome for a maintenance plan. Mr. Valaas also stated the importance to having a maintenance plan in place during the negotiation process.

The Council discussed leverage the Town and Points Communities have to negotiate a Lid maintenance contract with WSDOT.

The Council has requested a copy of the RFP to review the proposed cost of Lid maintenance; Mayor Cahill agreed to share the information.

The Council discussed level of service standards and how they are defined and estimated. In addition, the Council discussed a plan to fund ongoing maintenance including tolling.

**MAYOR & COUNCIL REPORTS:**

**ADJOURNMENT:**

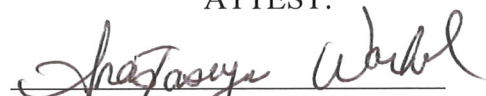
**MOTION:** Councilmember Elmore moved to adjourn the meeting at 9:53 pm. Councilmember Valaas seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:

  
Dicker Cahill, Mayor

ATTEST:

  
Anastasiya Warhol, Clerk-Treasurer

